

## QUESTION

In developing a proposal in response to the HTCI Cooperative Agreement Notice, where should the costs (if any) be documented that are associated with the participation of one or more NASA Field Centers in the project? Should these costs (if any) be included in Form C, the Budget Summary form?

## ANSWER

Information concerning anticipated costs associated with NASA Field Center participation in a cooperative agreement project resulting from the HTCI CAN should be documented in the Letter of Commitment provided by the appropriate NASA Field Center(s). These costs should not be reflected in Form C, the Budget Summary form. Form C should only be used to summarize the project costs (including cost sharing) external to NASA Field Center(s).

However, please recall that that offerors must comply with the per-project total cost limitations from the CAN. The second paragraphs in Sections 1, 2 and 3 of Appendix C of the HTCI CAN provide statements of limitations on total government funding for any particular proposal in each of the three categories. There is no lower limit. Also, no upper limit is implied concerning the resources that a non-NASA organization may propose as cost-sharing. The total value of a proposal should consist of the total government funding PLUS the total non-NASA cost-sharing.

For example, a non-profit organization might propose a systems analysis activity with a total value of \$400,000 over two years, consisting of \$150,000 in total funding from NASA at the non-NASA organization plus \$150,000 in total allowable resources contribution from non-NASA sources plus \$100,000 in NASA funding to one or more participating NASA Centers. The \$100,000 in NASA funding to be used within one or more NASA participating Field Centers would NOT appear on Form C (Budget Form), but would be documented in the required Letter of Commitment. The \$300,000 in project value to be implemented by the non-NASA organization would be documented on Form C (Budget Form). As stated previously: in this case the total value of the project (i.e., \$400,000) must comply with the limitations on project value stated in Sections 1, 2 and 3 of Appendix C of the HTCI CAN.

Proposals that exceed the upper limits for government funding will be assessed on a case-by-case basis during the evaluation. In no case will NASA funding in excess of the stated upper limits actually occur in any selected and successfully negotiated project. Please refer to information provided elsewhere concerning what types of resources are allowable for contribution under the HTCI.